



# City of Flagstaff Payroll Newsletter

Issue 3

January 2014

## CITY OF FLAGSTAFF PAYROLL DEPARTMENT

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Visit us online today!

[www.flagstaff.az.gov/  
payroll](http://www.flagstaff.az.gov/payroll)

**Employees are encouraged to use ATS to  
view and print paystubs online!**

**<https://www.atsprintfreedom.com/flagstaff.aspx>**

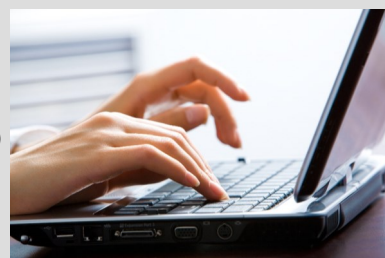
Enter your Access ID, Username and Password.

**Access ID:** Flagstaff

**Username:** XXXX (Employee ID Number)

**Password:** XXXX (MMDD of your date of birth)

- Change your password (if first time logon)
- Select "MyPayStub" to print your Pay Statement.
- The **document password** will be your username



**As of January 1, 2014,  
Arizona's minimum wage has  
increased by 10 cents to \$7.90  
per hour. Arizona's minimum  
wage is higher than the federal  
minimum wage, which is  
currently \$7.25 per hour.**

### **W-4 Exempt Status Expires February 15, 2014**

If you claimed an exemption from  
withholding on your W-4 for 2013,  
your exemption expires on February 15, 2014.  
Please be sure to complete  
a new W-4 for 2014.

### **Mailing Addresses for W-2's**

As the Payroll office prepares for W-2 season, we are  
requesting that employees assist in the process by taking a  
few minutes to visit Employee Self Service to  
verify their Address. Verifying this address  
prior to issuance of W-2's will help avoid  
delays in receiving the W-2 form.

Employees can verify and change your address

### **W-2 Distribution**

All permanent employee W-2's will be  
distributed to departments  
on Friday, January 24th.

All Temporary/Terminated employee W-2's  
will be mailed on Friday, January 24th.

### **Get Direct Deposit Today!**

Payroll would like to  
encourage you to participate  
in direct deposit. It's simple,  
safe, convenient and a smart  
way to get paid.

Stop by Human Resources or  
Payroll to complete the direct  
deposit form.

### **2014 Holidays**

Jan 1, New Year's Day  
Jan 20, Martin Luther King Jr. Day  
Feb 17, Presidents' Day  
May 26, Memorial Day  
July 4, Independence Day  
Sept 1, Labor Day  
Nov 11, Veterans Day  
Nov 27-28 Thanksgiving Day  
Dec 25, Christmas Day

